



Fort Eustis

Civilian Personnel Advisory Center Bulletin

www.eustis.army.mil/cpac

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670 Lee Blvd, Fort Eustis, VA 23604-5096



Secretary of Defense Medal for the Global War on Terrorism



Obverse



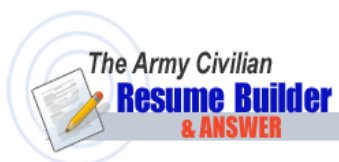
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On February 26, 2008, a ceremony was held at the Pentagon to unveil a new medal for civilian employees of the Department of Defense (DoD). The Secretary of Defense Medal for the Global War on Terrorism (GWOT), which was approved on August 9, 2007, was created to recognize and honor the contributions of our civilian workforce in direct support of our military members engaged in operations to combat terrorism. Fourteen DoD civilians who had deployed in support of Operations Iraqi Freedom and Enduring Freedom became the first to receive the medal during the unveiling ceremony. An estimated 16,000 civilians are eligible for the medal. The criteria for the medal is aligned as closely as practicable with that of the GWOT Expeditionary Medal awarded to our military members. The medal is an entitlement that shall be awarded to civilian employees of DoD who on or after September 11, 2001, participated abroad in direct support of a US military GWOT operation in a location designated as an area of eligibility for that operation. Employees must be engaged in direct support for 30 consecutive days, 60 nonconsecutive days, or regardless of time, be killed or medically evacuated from the area of eligibility while providing direct support in the designated operation and location. The employee must actually be deployed to the area of eligibility to qualify for the medal. The medal was designed by the Department of Army, Institute of Heraldry and it was unanimously endorsed by the Commission of Fine Arts. The Statue of Freedom represents our goal. Laurel branches symbolize honor and achievement. Stars allude to military branches. The triangle denotes civilian service. Spears enclose and defend freedom. The disc represents a globe with arrowheads suggesting that danger may develop anywhere. Polestar is an ancient symbol of navigation denoting direction, preparation, and planning. Ribbon: medium blue is associated with DoD; gold represents excellence; black and red symbolize threat of terrorism; red, white and blue are for patriotism and love of freedom. Authority has been delegated to the Component Heads to approve and administer the medal for their respective employees. The medals are available through the Defense Supply System, MSN 8455-01-545-7149. Questions regarding eligibility for the medal should be addressed to your CPAC HR Specialist.

ANSWER: Here's what to do if you have questions about the status of your application or qualification determinations.



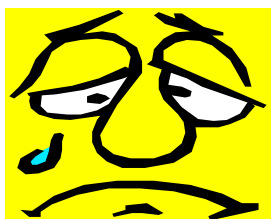
If you apply for Army vacancy announcements and have questions about your qualification determinations, status of resumes, application procedures, etc., you may submit an inquiry to the Central Applicant Help using the Applicant Notification System Web-Enabled Response (ANSWER) system. To process the inquiry you will need to provide specific information concerning the nature of the inquiry to include your name, last four digits of your social security number and the vacancy announcement number. For inquiries relating to qualification determinations, you must provide specific information indicating why you believe the original decision was improper; specific justification to support the claim that you met the qualification criteria described on the vacancy, and any other pertinent information that would support the request and enable the reviewing office to reevaluate the decision. Inquiries lacking specific information will be returned.

Depending on the nature of the inquiry, you should receive a direct response within two to four business days from the Central Resume Processing Center (CRPC) or the Civilian Personnel Advisory Center (CPAC).

Avoid Employee Mis-Assignments

Commanders, directors, managers, and supervisors must be committed to preventing the assignment of employees to duties not described in their official position descriptions (PDs). Managers and supervisors are responsible for properly assigning subordinates to job descriptions that accurately report the major duties performed. A mis-assignment occurs when one or more of the major duties are not being performed, or when an employee is allowed to perform one or more major duties not described in the PD. They frequently happen when supervisors fail to officially detail or temporarily promote employees to temporary duty assignments in excess of 30 days; when official PD changes are not requested prior to assigning new regular and recurring duties; and when PDs are not reviewed for accuracy prior to recruitment. Contributing factors include inflated duties on PDs; gradual accretion of duties when employees assume higher-graded work; removal of duties from poor performers; and re-delegation of duties to other employees. Mis-assignments are prohibited by law and civil service regulations, and result in reduced efficiency, improper pay, and low employee morale. They also indicate a mis-management of human resources and should not be allowed to occur. To avoid mis-assignments, review PDs at appraisal time and prior to recruitment. Supervisors should ensure that the job description of each subordinate under their immediate control is kept current and accurate on a day-to-day basis. Significant changes that are regular and recurring, as opposed to a one-time project falling under "other duties as assigned", should be reflected in the current PD, and the PD should be rewritten or amended as appropriate.

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FAREWELL!

The CPAC bids a sad farewell to Ms. Yvonne Scales. Yvonne will be retiring 30 June 2008 after 30+ years of civilian service. We wish her well and know she will enjoy her well-deserved retirement! We will miss her greatly!



CAC Surrender

DoD civilian employees must surrender their CAC upon termination of employment or CAC expiration. The servicing CPAC is responsible for ensuring that the individual's CAC is accounted for and returned to the nearest DEERS/RAPIDS CAC issuance facility. All departing civilian employees should out process through the CPAC before leaving the installation and return the CAC card prior to departure from the post.

TSP Update

Last year, it became clear that a few thousand of the 3.9 million Thrift Savings Plan (TSP) participants were making frequent interfund transfer (IFT) requests. Because this activity was accelerating, and in light of the detrimental effect on fund performance and transaction costs, the Agency is implementing limits on interfund transfers effective May 1, 2008.

Beginning May 1, 2008 for each calendar month, your first two IFTs can redistribute money in your account among any or all of the TSP Funds. After that, for the remainder of the month, your IFTs can only move money into the Government Securities Investment (G) Fund (in which case, you will increase the percentage of your account held in the G Fund by reducing the percentage held in one or more of the other TSP Funds). If you have both a civilian and a uniformed services account, the rules apply to each account separately.

For more information on the new regulation visit: <http://www.tsp.gov/faq/faq14.html>

First quarter 2008 TSP participant statements, which covers the period from January 1 through March 31, 2008, is now available on this Web site. To get e-mail updates whenever new participant statements are added to the TSP Web site, you can sign up at "Get E-mail Updates" on the Home page of this Web site.

Do You Know What To Do If You Are Injured On-the-Job?

The Federal Employees' Compensation Act (FECA) was passed in 1916 and provides compensation to Federal employees who have been injured on the job or who become disabled. The FECA is administered by the U.S. Department of Labor, Employment Standards Administration, Office of Workers' Compensation Programs (OWCP). If you have an on-the-job injury it is important to know what steps you need to follow in order to file a timely injury claim. No matter how small or big the injury is you should always report it to your supervisor immediately, and file a CA-1 for Traumatic Injury or CA-2 for Occupational Disease and Claim for Compensation. Timeliness in filing a claim is key to getting certain benefits that you may be entitled to for an approved Workers' Compensation claim.

Log onto the CPAC website (<http://www.eustis.army.mil/cpac/Feca/CA10.pdf>) to obtain a copy of the CA-10, What a Federal Employee Should Do When Injured At Work. This form provides information for Federal employees to become familiar with procedures that should be followed if injured on the job. Make yourself aware of these procedures by reading the CA-10 and keep a copy of it close at hand to refer to it if you should have an on-the-job injury.

The Injury Compensation Program Administrator servicing Fort Eustis and Fort Story Federal employees is Pamela Wells. If you have questions, call Ms. Wells at 757-878-1368 (DSN 826). Report all injuries to Ms. Wells as soon as they happen. She will be available to help you and your supervisor with filing a timely claim for an on-the-job injury.



Things to Know About Leave Without Pay-(Excludes LWOP for Military Service and Worker's Compensation)

If you are placed in a Leave without Pay (LWOP) status, you need to know how that affects your various Federal benefits. Placement in LWOP is a personnel action that is normally processed at an employee's request for a variety of reasons. The following information is provided to help you understand how this action affects your benefits.

Health Benefits (FEHB): You may terminate your enrollment when you go on LWOP **OR** continue it for up to 365 days. You can agree to pay the premiums or incur a debt that you will be obligated to pay when you return to a pay status. If you do not elect to terminate or continue your health coverage, it will automatically terminate at the end of the last pay period in which premiums are paid from your earnings.

Life Insurance (FGLI): Your life insurance will continue until your time in nonpay status totals 12 months. This is at no cost to you. After 12 months, your life insurance coverage will terminate.

Thrift Savings Plan (TSP): Your contributions to the TSP will stop when your pay stops and will not resume until you begin receiving pay again. FERS employees will not receive agency contributions during this time. You may make up and receive TSP contributions missed as a result of military service. TSP contributions during the period of separation or nonpay status are based upon the basic pay the employee would have received had he or she not separated or entered nonpay status to perform military service.

Retirement Credit: Time in excess of six months (per calendar year) will cause your service computation dates (SCDs) to be recalculated. This may affect your time counting towards retirement.

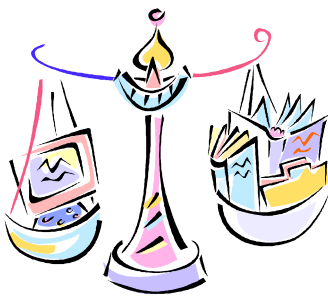
Flexible Spending Accounts (FSA) & Long Term Care (LTC) Insurance: For information concerning LWOP and these benefits, contact the respective plan administrator at www.fsafeds.gov or www.ltcfeds.com.

The effects of LWOP are not the same for employees that are called to active duty in support of a contingency operation. In addition, the information provided in this article does not pertain to employees who are placed in a nonpay status and are receiving compensation from the U.S. Department of Labor.

How Do You Change Your Address?

Have you recently moved? Well, you might need to update your address. Address changes have to be done by employees in their myPay account or by contacting their Customer Service Representative (CSR). If we update DCPDS, the address information does not flow to Payroll, ABC-C, TSP, etc. The personnel system (DCPDS) will have the new address, but Payroll, ABC-C, TSP, etc. will not. If you use myPay or have your CSR update your address, Payroll is updated and that information flows back to DCPDS on a reverse interface to update the personnel system, which in turn updates ABC-C. If you have a TSP account, Payroll will send the new address information to the TSP Board to update their database. Updating your information in the Payroll system will ensure all databases are updated -- DCPS, DCPDS, ABC-C, and TSP.

For further information on changing your address or myPay, please feel free to contact you HR Specialist or visit myPay website: <http://www.dfas.mil/army2/mypay.html>.



Dealing With Your Employees' Personal and Health Issues

From time to time, employees may have personal or health problems that could affect the operations of the office when an employee needs to take leave from work to deal with these issues. Likewise, the office could be affected when employees with a health issue are able to report to work, but say they will need an accommodation to perform their jobs. While all of this can sometimes throw a wrench in a manager's ability to effectively run the office, the manager still needs to follow the rules and treat employees fairly. Particularly when health issues arise, managers need to tread carefully because these issues often involve very sensitive, difficult, and highly personal matters for employees.

Federal employees are ordinarily not required to submit medical documentation unless their sick leave is for more than three days, at which point managers have the right to medical documentation in support of an employee's request before approving leave. Managers, however, need to remember that they are not entitled to demand medical documentation that goes beyond the scope of the specific medical issue that is the subject of the leave request. If the employee needs to be on extended sick leave, a manager will want to consider how that employee's work can be covered by others in the office or think of creative options to alleviate the temporary loss of the employee. Managers should keep in mind that while their employees are entitled to take sick leave for an extended absence, it must relate to a medical condition, and the employee should be expected to produce medical documentation.

In those cases where an employee is able to come to work, but has a medical condition requiring a reasonable accommodation, managers are also entitled to request medical documentation. Just like sick leave requests, the medical documentation requested can only be related to the disability claimed by the employee. Managers also need to bear in mind that not every employee will be entitled to a reasonable accommodation. Managers will need to evaluate a variety of factors to decide whether to grant an accommodation request, and they should consult with appropriate offices in their agencies that deal with disabilities, Equal Employment Opportunity, and human resources. This should be an interactive process, with managers trying to work with their employees to determine how to meet employee needs while also meeting office needs. There may be times when a manager will not be able to allow a reasonable accommodation request, and in those cases a manager needs to explain why the request cannot be granted.

With all of this in mind, most federal managers really want to do the right thing when it comes to assisting their employees with personal and health issues. After all, managers are human too and want to keep their good employees. However, like employees, managers also have rights in these situations, and they should not be afraid to enforce the rules.

Feedback

This bulletin is designed to inform employees and supervisors of new civilian human resources issues and refresh their knowledge of existing policies and procedures.

We welcome your [feedback](#), contact your servicing Human Resources Specialist.

The bulletin is available on our web page, <http://www.eustis.army.mil/cpac>. Request your print and post on Bulletin Boards throughout your organization for those employees who do not have access to our web page.

